



The Role of the Accountable Official for the AIR Card Program

Defense Energy Support Center
U.S. Government AIR Card
Program Management Office



Welcome



Welcome to the overview of The Role of the Accountable Official for the Aviation Intoplane Reimbursement (AIR) Card Program.

The intention is to familiarize U.S. Government personnel with the responsibilities and accountability associated with your designation as an Accountable Official under the AIR Card Program, in support of the payment process and as managed by Defense Energy Support Center (DESC).

Questions concerning the AIR Card Program should be addressed to:

DESC, Change Management, Business Modernization
DESC-DCB Tel: 703-767-8496 DSN: 427
Email: aircard@dla.mil Fax: 703-767-9672

The Law

The requirement for financial management is based in law. The Constitution, public laws and several authorizations and appropriations acts require not only that financial management be performed by also specify how it should be performed.

The Constitution forbids the disbursement of funds from the Treasury unless funds are specifically appropriated by law.

The Antideficiency Act prohibits the illegal use of funds and has punitive provisions for violations.

The Chief Financial Officers Act focuses the financial management efforts of all federal departments and agencies on how well taxpayer dollars are spent.

Finance Officers, Disbursing Officers, agents, and other financial personnel entrusted with public funds are accountable for those funds at all times. They may be pecuniarily (financially) liable for the financial losses.

Prior to 1996 legislative change, only Disbursing Officers were pecuniarily liable for fiscal irregularities. Certifying Officers were only administrative appointees. Public Law 104-106, National Defense Authorization Act requires the appointment of an individual who is independent and organizationally separate from Disbursing Officers to certify vouchers.

On line reference Websites and DESC certification process

U.S. Code References

www.law.cornell.edu/uscode/

Public Laws

www.legal.gsa.gov

Financial Management Regulations

<http://www.dtic.mil>

The legislation, policy, and directives affecting a Certifying Officer's actions can be easily be found on-line at the web sites listed above.

- The Certifying Officer Legislation requires that an individual be assigned responsibility for certifying vouchers for payment. In making a certification, Certifying Officers are responsible for existence, accuracy, and legality of information on a voucher. Certifying Officers are pecuniarily liable for erroneous payment that they have certified.
- DESC-R is the Certifying Officer for all fuel purchases. A Certifying Officer's certification attests to the legality, propriety, and correctness of a voucher for payment as defined in 31 U.S.C., Section 3528(a).
- DESC-R electronically certifies the vouchers for payment under the AIR Card Program.

Responsibilities

- At the DoD level, the overall responsibility for the integrity of the payment voucher certification process rests with the Under Secretary of Defense (Comptroller) USD(C) The USD(C) administers and manages DoD Directive (DoDD) 7000.15, DoD Accountable Officials and Certifying Officers. The USD(C) also issues appropriate guidance to each of the services for proper implementation of DoDD 7000.15.
- The Heads of DoD Components implement the specific requirements of DoDD 7000.15. These managers are responsible for day-to-day business operations, including guidance, oversight, design, modification, and maintenance of their respective component's business processes and systems.
- The Heads of DoD components appoint Certifying Officers.
- Accurate payment certification relies on information and expertise provided by several key players. Centralized disbursing, automated systems, increased transaction volume, and complex business processes have reduced the individual's ability to personally ensure the accuracy, legality, and propriety of what is taking place. Therefore, other key players, such as Accountable Officials must contribute to the certification process.

Disbursing Officer Responsibilities

- Disbursing Officers are responsible for disbursing money according to duly certified vouchers. There are specific appointment rules that affect the Disbursing Officer.
- A Disbursing Officer may not be appointed as a Certifying Officer.
- They also cannot appoint a Certifying Officer.
- Disbursing Officers also have pecuniary liability for erroneous payments made without or contrary to a certified voucher.

Responsibility of the Accountable Officials

- Accountable Officials are responsible for ensuring that a system of internal procedures and controls for the portion of the entitlement and or payment related process is in place to minimize the chance for erroneous payments. They support the respective Certifying Officers with timely and accurate data, information, and or service to ensure proper payments are executed.
- Accountable Officials may request advice from the appropriate Certifying Officer concerning matters within their realm of responsibilities. Accountable Officials also take action in response to inquiries initiated by a Reviewing Official.
- Accountable Officials have pecuniary liability for erroneous payments made as a result from their negligence; however, unlike the Certifying and Disbursing Officers, the Accountable Official's pecuniary liability is limited to one month's compensation.

Accountable Officials for the AIR Card Program

- The centralization of disbursing processes and increased use of automated systems, coupled with the volume and complexity of business processes, reduces the ability of DoD officials to exercise direct personal control over all aspects of each business transaction.
- Because of these operation changes, it is extremely difficult for any single DoD official to personally ensure the accuracy, propriety, and legality of every payment.
- A Certifying Officer must depend on other personnel (e.g. Accountable Officials) involved in the payment authorization process to provide accurate and timely data, and quality service.
- In an automated system, such as the Fuels Automated System (FAS), evidence that the payments are accurate and legal is dependent on the system and not individual transactions.
- DESC-R as the Certifying Officer for the AIR Card Program, and Accountable Officials shall report by exception any questionable interfund billing.
- In the absence of a reported exception to AIR Card transactions visible within FAS, the Certify Officer shall assume that the cognizant Accountable Officers have reviewed and verified all transactions. On that basis, the Certifying Officer shall certify the contractor's invoice for payment.



Review and Validation of Air Card Transactions

Accountable Officials and the Certifying Officer review and validate AIR Card fuel purchase transactions using the FAS Enterprise Server (FES) for AIR Card purchases at Non-DESC Commercial Into-Plane Contract locations. The web address for the FES web site is <https://www.feshub.desc.dla.mil>.

Currently, fuel purchases at DESC Into-Plane Contract locations are processed directly to the Defense Fuels Automated Management System (DFAMS) and are not visible in FES. Non-FES transaction detail is visible at the DESC web page at <http://www.desc.dla.mil> under the FAS/Reference Tables link.

Accountable Officials should validate FES AIR Card transactions prior to end-of-month billing and report invalid charges to the Certifying Officer so that corrective actions can be taken prior to billing when possible.

To get access to the FES web site you must submit a DLA Form 1811.

A copy of the form is available on the DESC web site: <http://www.desc.dla.mil>



Review and Validation of Air Card Transactions



Review FES AIR Card transactions on line by logging into the FES Web Site and selecting the appropriate customer account (DoDAAC).

The **Buyer Information** link allows the user to view fiscal year and monthly transaction summaries, as well as individual transaction detail.

The **UTILITIES “Account Explorer”** link allows the user to create transaction detail reports that can be viewed on-screen using the “Query” option or imported to Excel using the “Download” option.

FES AIR Card transactions are assigned a unique **“FA” series** serial number as the last four characters of the MILSTRIP document number.

The following screen shots provide step by step instruction for using the FES Buyer Info and Utilities functions.

FES Web Site: <https://www.feshub.desc.dla.mil>

Fuels Home Page - Microsoft Internet Explorer provided by Defense Energy Support Center

File Edit View Favorites Tools Help

Back Search Favorites Media Go Links Customize Links

Address https://www.feshub.desc.dla.mil

DEFENSE FAS ENTERPRISE SERVER

Login Customer Support Download DESC SOP

Fuels System

Fuels Customer & Inventory
The Fuels Automated System Enterprise Server (FES), known as 'Hub', is an Automated Information System (AIS) designed to support the Defense Energy Support Center (DESC) and the Military Services in performing their responsibilities in fuel management and distribution.
These web pages provide the capability for users (i.e. buyers, sellers, processors, and managers) to view their data within the central database.

Customer Support
Choose the Fuels Customer Support page to find Points of Contact, Frequently Asked Questions and other useful information.
For more information, you can download the [DESC Help Desk Standard Operation Procedures \(SOP\)](#)

New! User Guide!
The current FAS Base Level User Guide is available at "COACH" ! You must log on to [Fuels Customer and Inventory](#). Once logged on, press "User Guide" from any of the menu options.

Internet

Start Workforce P... Inbox - Micr... FW: AO Tra... Microsoft Po... Fuels Hom... 2:55 PM

FES Log-In Page

Fuels Customer and Inventory Reporting System - Microsoft Internet Explorer provided by 

File Edit View Favorites Tools Help

Back Search Favorites Media Favorites Go Links Customize Links

Address https://www.feshub.desc.dla.mil/ehub/webtool/login.htm

 DEFENSE FAS ENTERPRISE SERVER

Home Customer Support Download DESC SOP Form 1811 Get Acrobat Reader

Fuels Customer and Inventory Login

 User Name
Password



If you do not have an account, click [here](#) to download DLA Form 1811 (System Access Request) in Adobe PDF format. If you do not have Adobe Acrobat Reader on your system, find the "Get Acrobat Reader" link [here](#) to download the software. To request access to the system, download and print out the form. Complete the form and fax it to the appropriate Service POC.

Please navigate to the General Information section on the DESC web site or click the link below:

[General Information](#)

Done  Internet

Start Workforce... Inbox - ... FW: AO... Microsoft... Fuels Cu...

2:56 PM

FES Log-In Page

Enter appropriate customer DoDAAC

https://www.feshub.desc.dla.mil/webtool/servlet/MainServlet?module=baseLogin - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites Media Favorites Go Links Customize Links

Address https://www.feshub.desc.dla.mil/webtool/servlet/MainServlet?module=baseLogin

DEFENSE FAS ENTERPRISE SERVER

OLVIMS Seller information Buyer information Support Tables Utilities ASKIT ELoad STARS-FL Login User Guide Exit

HC90589 Jim Jessee Select a DODAAC: Go DDDAAC Lookup

You have the following outstanding reports: [1884 Report.](#)

Please select a base to proceed.

Utilities Internet

Start Workforce... Inbox - ... FW: AO... Microsoft... https://...

2:57 PM

FES Menu Options

Click on the Buyer Information Link

The screenshot shows a web browser window for the Defense Enterprise Server (FES) at https://www.feshub.dla.mil/webtool/servlet/MainServlet?module=St_DodaacManage. A red arrow points to the "Buyer information Tables" link in the top menu bar, which is highlighted with a red box.

The menu bar includes:

- File
- Edit
- View
- Favorites
- Tools
- Help

The toolbar includes standard icons for Back, Forward, Stop, Refresh, Home, Search, Favorites, Media, and others.

The address bar shows the URL again: https://www.feshub.dla.mil/webtool/servlet/MainServlet?module=St_DodaacManage.

The main header features the text "DEFENSE AS ENTERPRISE SERVER" over a stylized American flag background.

The top navigation menu contains the following links:

- OLVIMS
- Seller information
- Buyer information Tables
- Support Tables
- Utilities
- ASKIT
- ELoad
- STARS-FL
- Login
- User Guide
- Exit

Below the menu, there is a status bar with the text "FP4418 CHARLESTON AFB (SC)" and a dropdown menu labeled "Select a DODAAC: FP4418". To the right of the dropdown is a "Go" button, and further right is a "DODAAC Lookup" button.

At the bottom of the screen, the taskbar shows several open applications: Get Buyer Information, Workforce..., Inbox - ..., FW: AO ..., Microsoft..., https://..., and Internet. The system tray shows icons for network, battery, volume, and other system status.

FES Buyer Information

Fiscal Year Summary

Click on appropriate month link to view monthly summary

Screenshot of a web browser displaying the 'Fiscal Year Account Report' page.

The URL in the address bar is: <https://www.feshub.desc.dla.mil/webtool/servlet/MainServlet?module=AccountManager>

The report shows the following information:

Budget: \$ 0.00 **Billed:** [\\$ 136,789,581.64](#) **Balance:** \$ -136,789,581.64

2003 Fiscal Year Billing Report

Month	Billed	Month	Billed	Month	Billed	Month	Billed
October	\$6,804,040.87	January	\$10,263,733.01	April	\$14,740,106.79	July	\$14,710,774.34
November	\$5,700,604.82	February	\$13,251,052.10	May	\$16,247,491.22	August	\$15,482,997.71
December	\$8,645,688.11	March	\$16,380,028.56	June	\$14,563,064.11	September	\$0.00
1st Quarter	\$21,150,333.80	2nd Quarter	\$39,894,813.67	3rd Quarter	\$45,550,662.12	4th Quarter	\$30,193,772.05
YTD Total		\$ 136,789,581.64					

2003 Fiscal Year Fuel Purchase Summary

Product	NSN Code	Unit Price	Reported Purchase	Challenged Purchase
IA1	9130013054096	\$1.1800	\$0.00	\$0.00
IP8	9130013055597	\$1.1000	\$0.00	\$0.00
JA1	9130007535026	\$0.9100	\$5,869,660.31	\$0.00
JP5	9130002732379	\$0.9300	\$1,591,428.92	\$0.00
JP8	9130010315816	\$0.9100	\$122,019,768.84	\$0.00
NA1	9130014816869	\$1.6600	\$0.00	\$0.00
NAA	9130014816836	\$1.6600	\$0.00	\$0.00
NAB	9130014816868	\$1.6600	\$0.00	\$0.00

[Get detail account information](#)

Internet Explorer toolbar icons: Back, Forward, Stop, Refresh, Home, Favorites, Search, Media, Print, Help, Stop, Refresh, Mail, Home, Internet, Start, Workforce, Inbox, FW: AO, Microsoft PowerPoint - [AO Training.ppt], 3:00 PM

FES Buyer Information

Monthly Summary

Click on Non-DoD Purchase link for AIR Card details

https://www.feshub.desc.dla.mil/webtool/servlet/MainServlet?module=AccountDetailManager

File Edit View Favorites Tools Help

Back Search Favorites Media Go Links Customize Links

Address https://www.feshub.desc.dla.mil/webtool/servlet/MainServlet?module=

DEFENSE FAS ENTERPRISE SERVER

OLVIMS Seller information Buyer information Support Tables Utilities ASKIT ELoad STARS-FL Login User Guide Exit

FP4418 CHARLESTON AFB (SC) Select a DODAAC: FP4418 Go DODAAC Lookup

Account Budget Report

Buyer Information By DODAAC Buyer Information By Org

Customer ALL Vehicle ID ALL [select] Vehicle Type ALL [select]
Product Code ALL Card Number ALL
FES Post Starting Day SEP 01 2003 FES Post Ending Day SEP 27 2003 Query

Monthly Account Summary of Valid Transactions

Month	DOD Purchase			Credit			Non-DOD Purchase		
09/2003	\$0.00	\$9,332,180.62	\$0.00	\$0.00	\$152,043.36	\$0.00	\$0.00	\$144,324.69	\$0.00
Total	\$0.00	\$9,332,180.62	\$0.00	\$0.00	\$152,043.36	\$0.00	\$0.00	\$144,324.69	\$0.00

Note: -- Billed -- Valid -- Challenged

Fuel Purchase Summary

Product	NSN Code	Unit Price	Reported Transactions	Challenged Transactions
JA1	9130007535026	\$0.9100	\$0.00	\$0.00
JPF	9130007222270	\$0.0200	\$0.00	\$0.00

Get detail account purchase information

Start Workforce... Inbox - ... FW: AO... Microsoft... https://...

Internet

FES Buyer Information

AIR Card Transaction Report

Scroll to right for additional transaction detail

Aviation/Ground Purchase Transaction - Netscape

File Edit View Go Bookmarks Tools Window Help

Back Forward Stop Home Find Stop

From SEP-01-2003 to SEP-27-2003

Customer ALL Review ALL

Vehicle Type ALL [select]

FES Post Ending Day SEP 27 2003 Query

tion 0 - 10 of 10

Review	TransactionID	Product	Vehicle ID	Vehicle Type	Card Num	Customer	Quantity	Amount	Purchase Location	Processor	MILSTRIP Document Number	Bi Num	
<input type="checkbox"/>	3237146132	NAA	02001100	C017A	0006010295000474750	FP4418.437	8,924.0	\$14,813.84	UBBB	UCAIRC	FP44183237FA02	N	
<input type="checkbox"/>	3248144820	NAA	940000070	C017A	0006010295000244179	FP4418.437	9,732.1	\$16,155.28	WSSS	UCAIRC	FP44183248FA0X	N	
<input type="checkbox"/>	3223143557	NAA	02001100	C017A	0006010295000474750	FP4418.437	13,345.0	\$22,152.70	UGGG	UCAIRC	FP44183223FA10	N	
<input type="checkbox"/>	3243143557	NAA	02001100	C017A	0006010295000474750	FP4418.437	10,510.1	\$17,446.83	UKBB	UCAIRC	FP44183243FA0L	N	
<input type="checkbox"/>	3040143418	JP8	97000047	C017A		N/A	FP4418.437	2,959.0	\$2,485.56	LIPE	SJ0618	FP44183040FA15	N
<input type="checkbox"/>	3041143418	JP8	97000046	C017A		N/A	FP4418.437	4,122.0	\$3,462.48	LIPE	SJ0618	FP44183041FA0U	N
<input type="checkbox"/>	3043143418	JP8	97000046	C017A		N/A	FP4418.437	22,338.0	\$18,763.92	LIPE	SJ0618	FP44183043FA1C	N
<input type="checkbox"/>	3045143418	JP8	97000046	C017A		N/A	FP4418.437	22,431.0	\$18,842.04	LIPE	SJ0618	FP44183045FA14	N
<input type="checkbox"/>	2295143448	NA1	95000102	C017A		N/A	FP4418.437	2,587.0	\$4,294.42	HRVR	SJ0618	FP44182295FA0V	N
<input type="checkbox"/>	3243143371	NAA	940000070	C017A	0006010295000244179	FP4418.437	15,607.0	\$25,907.62	KCPR	UCAIRC	FP44183243FA0J	N	

Phone:

Start | Back | Forward | Stop | Home | Desktop | Favorites | Mail | Help | 3:16 PM

FES Utilities-Account Explorer

Query and Download Options

Click Utilities, then “Account Explorer” to create reports

The screenshot shows the "Welcome to the FAS Utilities Web Interface! - Netscape" window. The title bar includes standard menu options: File, Edit, View, Go, Bookmarks, Tools, Window, Help, along with various toolbar icons. The address bar displays the URL: <https://www.feshub.desc.dla.mil/webtool/servlet/MainServlet?module=>. Below the address bar are browser navigation buttons (Back, Forward, Stop, Home) and a search bar with a magnifying glass icon labeled "Search".

The main content area features a banner with the text "DEFENSE FAS ENTERPRISE SERVER" and a small American flag graphic. Below the banner is a menu bar with links: OLVIMS, Seller information, Buyer information, Support Tables, Utilities (which is highlighted with a red box), ASKIT, ELoad, STARS-FL, Login, User Guide, and Exit. A sub-menu titled "Utility Menu" is displayed below the Utilities link, containing: Account Explorer!, Inventory Explorer!, Change Password, Directory, Non-DoD Interface, PORTS, 1884 Report, and Help. The "Account Explorer!" link is also highlighted with a red box.

The background of the page features a repeating watermark pattern of the "DEFENSE LOGISTICS AGENCY" seal.

At the bottom of the screen, the Windows taskbar is visible, showing icons for Start, Internet Explorer, and other system applications, along with the system tray and the date/time (3:17 PM).

FES Utilities-Account Explorer

Search parameter screen allows user to tailor and create their own reports

The screenshot shows a Netscape browser window titled "Account Explorer - Netscape". The address bar contains the URL <https://www.feshub.desc.dla.mil/webtool/servlet/MainServlet?module=>. The menu bar includes File, Edit, View, Go, Bookmarks, Tools, Window, and Help. The toolbar includes standard icons for Back, Forward, Stop, Home, Mail, Radio, My Netscape, Search, and Bookmarks. The title bar also features a logo with a stylized 'N' and the text "Account Explorer - Netscape".

The main content area displays the "Utility Menu" with the following options: Account Explorer!, Inventory Explorer!, Change Password, Directory, Non-DOD Interface, PORTS, 1884 Report, and Help. Below the menu is a section titled "Account Transactions" with a form for "Choose Transaction Type". The form includes fields for "Base Process Date" (From: dropdowns, To: dropdowns), "Trans Date" (From: dropdowns, To: dropdowns), "Trans Name" (dropdowns), "Product" (dropdown), "Seller DODAAC" (dropdown), "MDS" (dropdown), "Bill Number" (dropdown), "OED ID" (dropdown), "Quantity" (From: dropdown, To: dropdown), "Sub Account" (dropdown), "Tail No" (dropdown), "TSN Number" (dropdown), and "Document ID" (dropdown). At the bottom of the form are buttons for "Query", "Download", and "Clear Form".

The background of the browser window features a repeating watermark of the "LOGISTICS AGENCY DEFENSE" seal.

The taskbar at the bottom of the screen includes icons for Start, Taskbar, ASKIT, and various system icons. The system tray shows the date and time as 3:18 PM.

FES Utilities-Account Explorer

Enter search parameters for desired report, then click Query to view detail report on the screen

Account Explorer - Netscape

File Edit View Go Bookmarks Tools Window Help

https://www.feshub.desc.dla.mil/webtool/servlet/MainServlet?module=

Search

Utility Menu

Account Explorer! Inventory Explorer! Change Password Directory Non-DOD Interface PORTS 1884 Report Help

Account Transactions

Choose Transaction Type: All Aviation Ground

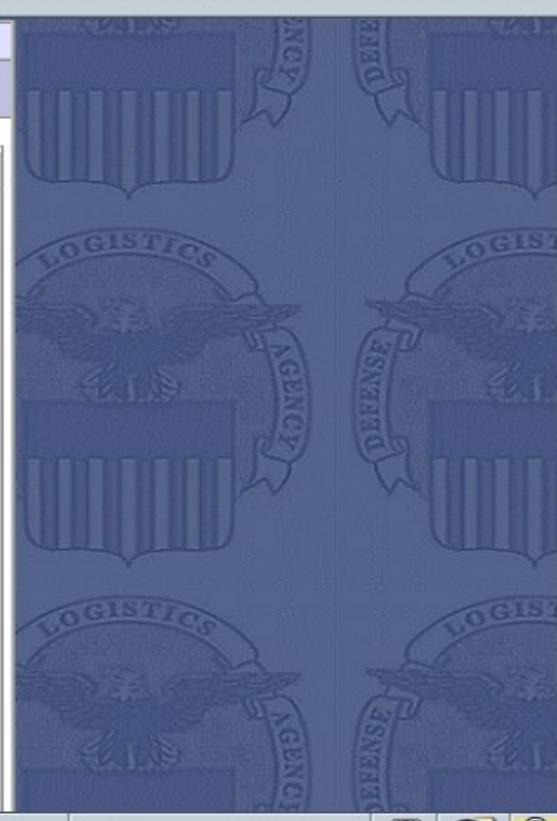
Base Process Date	From: <input type="text"/>	To: <input type="text"/>	Trans Date	From: <input type="text"/> SEP 1 2003	To: <input type="text"/> SEP 15 2003
OED Process Date	From: <input type="text"/>	To: <input type="text"/>			
Trans Name	Commercial Aviation		UC	<input type="checkbox"/>	
Product	All Purchase Credit	Commercial Aviation	Quantity	From <input type="text"/>	To <input type="text"/>
Seller DODAAC	Commercial Aviation	Commercial Ground	Sub Account	<input type="text"/>	
MDS			Tail No	<input type="text"/>	
Bill Number			TSN Number	<input type="text"/>	
OED ID			Document ID	<input type="text"/>	

Order search results by: Primary Secondary

Query Download Clear Form

Directory Information

Start W... In... F... Mi... (... A... Desktop > 3:20 PM



FES Utilities-Account Explorer

Query option provides a summary of transactions in the specified report parameters. Click the link to open transaction detail.

The screenshot shows a vintage-style Netscape browser window. The title bar reads "Account Explorer - Netscape". The menu bar includes "File", "Edit", "View", "Go", "Bookmarks", "Tools", "Window", and "Help". The toolbar below the menu bar contains icons for Back, Forward, Stop, Home, Mail, and Search. The address bar displays the URL "https://www.feshub.desc.dla.mil/webtool/servlet/MainServlet?module=". The main content area features a banner with the text "DEFENSE FAS ENTERPRISE SERVER" and an American flag graphic. Below the banner is a navigation menu with links: OLVIMS, Seller information, Buyer information, Support Tables, Utilities, ASKIT, ELoad, STARS-FL, Login, User Guide, and Exit. A sub-menu for "FP4418 CHARLESTON AFB (SC)" is open, showing "Select a DODAAC: FP4418" and a "Go" button. To the right of this is a "DODAAC Lookup" button. Below the menu is a "Utility Menu" with links: Account Explorer!, Inventory Explorer!, Change Password, Directory, Non-DoD Interface, PORTS, 1884 Report, and Help. The main content area displays "Account Transaction Search Results" with a table:

Trans Name	Quantity	Cost	# Trans
COMMERCIAL AVIATION	9,732.1	\$ 16,155.28	1

At the bottom of the browser window, there is a toolbar with icons for Back, Forward, Stop, Home, Mail, and Search, along with a "Get Transaction Detail" button. The status bar at the bottom right shows the time as "3:20 PM".

FES Utilities-Account Explorer

This screen shows transaction detail.

Account Explorer - Netscape

File Edit View Go Bookmarks Tools Window Help

https://www.feshub.desc.dla.mil/webtool/servlet/MainServlet?module=

Search

Mail Home Radio My Netscape Search Bookmarks

DEFENSE FAS ENTERPRISE SERVER

OLVIMS Seller information Buyer information Support Tables Utilities ASKIT ELoad STARS-FL Login User Guide Exit

FP4418 CHARLESTON AFB (SC) Select a DODAAC: FP4418 Go DODAAC Lookup

Utility Menu

Account Explorer! Inventory Explorer! Change Password Directory Non-DoD Interface PORTS 1884 Report Help

Detailed Account Transactions

Record ID	Rid Code	SUPP DODAAC	Transaction ID	PRODUCT	QUANTITY	UNIT COST	EXTENDED COST	CUSTOMER ID	MDS CODE	TAIL
UCAIRC091103111000913135	DKY	N/A	3248144820	NAA	9,732.1	1.66	16,155.28	FP4418.437	C017A	9400

Change Password

Start W. I... F... M... (... N.A... N.A... Desktop > Desktop > 3:21 PM

FES Utilities-Account Explorer

Enter search parameters for desired report, then click Download to create a file that can be imported into an Excel or Access data base

The screenshot shows a classic Netscape browser window titled "Account Explorer - Netscape". The address bar contains the URL: <https://www.feshub.desc.dla.mil/webtool/servlet/MainServlet?module=>. The menu bar includes File, Edit, View, Go, Bookmarks, Tools, Window, and Help. Below the menu is a toolbar with icons for Back, Forward, Stop, Home, Mail, Radio, My Netscape, Search, and Bookmarks.

The main content area features a "Utility Menu" with links to Account Explorer!, Inventory Explorer!, Change Password, Directory, Non-DoD Interface, PORTS, 1884 Report, and Help. A "Account Transactions" section is displayed, containing a "Choose Transaction Type:" dropdown menu with options All, Aviation, and Ground. The form includes fields for Base Process Date (From: Oct 1 2002, To: Sep 15 2003), OED Process Date (From: [empty], To: [empty]), Trans Name (Commercial Aviation), UC (checkbox), Product (checkbox), Quantity (From: [empty], To: [empty]), Sub Account (checkbox), Tail No (checkbox), TSN Number (checkbox), Document ID (checkbox), and Order search results by: Primary and Secondary dropdown menus. At the bottom are Query, Download, and Clear Form buttons. The background of the page features a repeating watermark of the Defense Logistics Agency (DLA) logo.

User is notified once the Download is completed and given the file name the data is captured in.

File name is User ID and Date/Time stamp.

InVENTORY EXPLORER - Netscape

File Edit View Go Bookmarks Tools Window Help

https://www.feshub.desc.dla.mil/webtool/servlet/MainServlet?module=St_DirjManager

Search

Mail Home Radio My Netscape Search Bookmarks

DEFENSE FAS ENTERPRISE SERVER

OLVIMS Seller information Buyer information Support Tables Utilities ASKIT ELoad STARS-FL Login User Guide Exit

FP4418 CHARLESTON AFB (SC) Select a DODAAC: FP4418 Go DODAAC Lookup

Utility Menu

Account Explorer! Inventory Explorer! Change Password Directory Non-DoD Interface PORTS 1884 Report Help

Inventory Explorer Download Results

Download Completed.

You can find your file in the [download directory](#).

Your file name is HC90589_1418_09222003032448PM.

https://www.feshub.desc.dla.mil/webtool/servlet/MainServlet?module=St_DirjManager

FES Utilities-Account Explorer

Open Download Directory and then click on the appropriate file that you want to import.

The screenshot shows a Netscape browser window with the following details:

- Title Bar:** Directory Browser - Netscape
- Menu Bar:** File, Edit, View, Go, Bookmarks, Tools, Window, Help
- Toolbar:** Back, Forward, Stop, Home, Mail, Search, Bookmarks
- Address Bar:** https://www.feshub.desc.dla.mil/webtool/servlet/MainServlet?module=
- Search Bar:** Search
- Content Area:**
 - Header:** DEFENSE FAS ENTERPRISE SERVER
 - Navigation Links:** OLVIMS, Seller information, Buyer information, Support Tables, Utilities, ASKIT, ELoad, STARS-FL, Login, User Guide, Exit
 - Text Fields:** FP4418 CHARLESTON AFB (SC), Select a DODAAC: FP4418, Go, DODAAC Lookup
 - Utility Menu:** Account Explorer!, Inventory Explorer!, Change Password, Directory, Non-DoD Interface, PORTS, 1884 Report, Help
 - Section:** Directory File List
 - Text:** Files in this directory will be deleted every Saturday at 12:01AM. Please make sure you have saved the files you want to your local machine.
 - File List:** HC90589_1418_09222003032448PM.dnd, HC90589_1418_09222003032135PM.dnd, HC90589_1418_09172003094619AM.dnd, HC90589_1418_09172003093535AM.dnd
- Status Bar:** https://www.feshub.desc.dla.mil/sharedDir/web_extracts/HC90589_1418_09222003032448PM.dnd
- Taskbar:** Start, Internet Explorer, Mail, Search, etc.
- Bottom Bar:** 3:28 PM

FES Utilities-Account Explorer

FES data files are “comma” delimited
and can be imported to Excel by
following the standard import wizard
screen prompts.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	TRANS NAME	GRD	QTY	UNIT COST	EXT COST	CUST	MDS	TAIL	SELLER	BILL #	DOCUMENT ID	UC	FC	SC	CARD N						
2	AVIATION_PURCHASE	NAA	7028	1.66	11666.01	FP4418.437	C017A	01000197	EPKK	J0133	FP44183151FA14	L	68	A	0006010						
3	AVIATION_PURCHASE	NAA	2655	1.66	4407.64	FP4418.437	C017A	01000197	EPKK	J0133	FP44183151FA13	L	68	A	0006010						
4	AVIATION_PURCHASE	NAA	7081	1.66	11753.72	FP4418.437	C017A	01000197	EPKK	J0133	FP44183151FA12	L	68	A	0006010						
5	AVIATION_PURCHASE	NAA	2684	1.66	4455.88	FP4418.437	C017A	01000197	EPKK	J0133	FP44183151FA11	L	68	A	0006010						
6	AVIATION_PURCHASE	NAA	2145	1.66	3561.21	FP4418.437	C017A	01000197	HESH	J0133	FP44183152FA0R	L	68	A	0006010						
7	AVIATION_PURCHASE	IP8	9172	0.93	8529.96	FP4418.437	C017A	96000001	CYQX	L0142	FP44183141FA1N	C	68	A	N/A						
8	AVIATION_PURCHASE	IP8	7965	0.93	7407.45	FP4418.437	C017A	00000177	CYQX	L0142	FP44183117FA12	C	68	A	N/A						
9	AVIATION_PURCHASE	NAA	-17950	1.66	-29797.46	FP4418.437	C017A	00000177	FAWK	L0142	FP44183204FA0W	L	68	A	0006010						
10	AVIATION_PURCHASE	NAA	-13209	1.66	-21926.34	FP4418.437	C017A	00000177	FAWK	L0142	FP44183207FA0U	L	68	A	0006010						
11	AVIATION_PURCHASE	NAA	17950	1.66	29797.46	FP4418.437	C017A	00000177	FAWK	L0142	FP44183204FA0V	L	68	A	0006010						
12	AVIATION_PURCHASE	NAA	13209	1.66	21926.34	FP4418.437	C017A	00000177	FAWK	L0142	FP44183207FA0T	L	68	A	0006010						
13	AVIATION_PURCHASE	NAA	17950	1.66	29797.46	FP4418.437	C017A	00000177	FAWK	L0142	FP44183204FA0S	L	68	A	0006010						
14	AVIATION_PURCHASE	JP8	28066	0.84	23575.44	FP4418.437	C017A	01000188	FHAW	L0142	FP44183188FA14	F	68	A	N/A						
15	AVIATION_PURCHASE	JP8	23266	0.84	19543.44	FP4418.437	C017A	01000188	FHAW	L0142	FP44183187FA0S	F	68	A	N/A						
16	AVIATION_PURCHASE	NAA	9120	1.66	15138.37	FP4418.437	C017A	01000188	SVMI	D0142	FP44182326FA0Q	L	68	A	0006010						
17	AVIATION_PURCHASE	NAA	13999	1.66	23238.34	FP4418.437	C017A	01000188	UTAA	E0151	FP44182342FA0F	L	68	A	0006010						
18	AVIATION_PURCHASE	NAA	6263	1.66	10397.39	FP4418.437	C017A	01000188	MMMX	E0151	FP44182328FA0F	L	68	A	0006010						
19	AVIATION_PURCHASE	NAA	10346	1.66	17174.36	FP4418.437	C017A	01000188	UGGG	E0151	FP44182339FA0N	L	68	A	0006010						
20	AVIATION_PURCHASE	IP8	1337	0.93	1243.41	FP4418.437	C017A	96000001	CYQX	L0142	FP44183064FA1A	C	68	A	N/A						
21	AVIATION_PURCHASE	IP8	7957	0.93	7400.01	FP4418.437	C017A	96000001	CYQX	L0142	FP44183064FA19	C	68	A	N/A						
22	AVIATION_PURCHASE	IP8	4988	0.93	4638.84	FP4418.437	C017A	96000001	CYQX	L0142	FP44183054FA13	C	68	A	N/A						
23	AVIATION_PURCHASE	IP8	7925	0.93	7370.25	FP4418.437	C017A	96000001	CYQX	L0142	FP44183035FA18	C	68	A	N/A						
24	AVIATION_PURCHASE	IP8	2359	0.93	2193.87	FP4418.437	C017A	96000001	CYQX	L0142	FP44183035FA17	C	68	A	N/A						
25	AVIATION_PURCHASE	IP8	2326	0.93	2163.18	FP4418.437	C017A	96000001	CYQX	L0142	FP44183035FA16	C	68	A	N/A						
26	AVIATION_PURCHASE	IP8	9383	0.93	8726.19	FP4418.437	C017A	96000001	CYQX	L0142	FP44182344FA1T	C	68	A	N/A						
27	AVIATION_PURCHASE	NAA	13209	1.66	21926.34	FP4418.437	C017A	00000177	FAWK	L0142	FP44183207FA0R	L	68	A	0006010						
28	AVIATION_PURCHASE	NAA	6507	1.66	10802.03	FP4418.437	C017A	00000177	HESH	F0143	FP44183080FA10	L	68	A	0006010						
29	AVIATION_PURCHASE	JP8	8581	0.84	7208.04	FP4418.437	C017A	01000191	LCRA	J0133	FP44183088FA19	F	68	A	N/A						
30	AVIATION_PURCHASE	NAA	22487	1.66	37328.18	FP4418.437	C017A	01000191	EGSS	E0151	FP44182330FA0M	L	68	A	0006010						
31	AVIATION_PURCHASE	NAB	4742	1.66	7871.72	FP4418.437	C017A	01000191	KSGF	A0177	FP44182290FA0U	L	68	A	0006010						
32	AVIATION_PURCHASE	JP8	22661	0.84	19035.24	FP4418.437	C017A	01000193	FHAW	L0142	FP44183192FA14	F	68	A	N/A						
33	AVIATION_PURCHASE	JP8	12002	0.84	18998.12	FP4418.437	C017A	01000193	LCRA	K0132	FP441823120E41S	F	68	A	N/A						



Review and Validation of Card Into-Plane Contract Transactions

Review AIR Card Into-Plane contract transactions at the DESC web page by pointing cursor at the Fuels Automated System button and clicking on the Reference Tables link.

Scroll down the Non-FES index page until you find the month for the transaction detail you want to view. Click on the appropriate document link to open the Excel spreadsheet file.

Add the “Auto Filter” feature by clicking on the “Data” option then pointing and clicking on the “Auto Filter” option.

Filter the transaction detail for your account by selecting the appropriate DoDAAC from the auto filter drop-down option under the “Buyer DoDAAC” column.

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<http://www.desc.dla.mil>

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OPERATION TRIBUTE to FREEDOM

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DESC Web Page

Go to Fuels Automated System, then click on the “Reference Tables” link

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- FAS General User Information
- Non-DOD Fuel Customer Information
- FAS Training & User Documentation
- DESC Help Desk/Trouble Reporting
- FAS Customer Survey Form
- Capitalization/FES Deployment
- DFAS Processing TIPS

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News and Events

Coming soon. Defense Energy Support Center Worldwide Energy Conference Fall 2004. Stay tuned for details. For more information, contact the Defense Energy Support Center.

https://www.desc.dla.mil/DCM/Restricted/DCMRestrictedPage.asp?LinkID=DESCSFASRefRes

Start

3:36 PM

Reference Tables Index Page

Scroll down to Non-FES Transaction (Into-Plane) and click the appropriate link to open the file.

The screenshot shows a Netscape browser window with the title bar '(DESC-S) FAS Reference Tables (Restricted) - Netscape'. The menu bar includes File, Edit, View, Go, Bookmarks, Tools, Window, and Help. The toolbar below the menu bar contains icons for Back, Forward, Stop, Home, Mail, Radio, My Netscape, Search, and Bookmarks. The address bar displays the URL <https://www.desc.dla.mil/DCM/Restricted/DCMRestrictedPage.asp?RefID=1>. The search bar has a magnifying glass icon and the word 'Search'. The main content area is titled 'Non-FES Transactions - Into-Plane' and lists the following transaction links:

- [September 2003](#)
- [August 2003](#)
- [July 2003 \(as of Aug 28\)](#)
- [June 2003](#)
- [May 2003](#)
- [April 2003](#)
- [March 2003](#)
- [February 2003](#)
- [January 2003](#)
- [December 2002 \(3 Jan\)](#)
- [November 2002 \(6 Dec\)](#)
- [October 2002 \(24 Jan\)](#)
- [September 2002 \(4 Oct\)](#)
- [August 2002](#)
- [July 2002](#)
- [June 2002](#)
- [May 2002](#)
- [April 2002](#)
- [March 2002](#)
- [February 2002](#)
- [January 2002](#)

The browser's status bar at the bottom shows 'Done' and various system icons. The taskbar at the very bottom includes icons for Start, Internet Explorer, and other system applications, with the time '3:36 PM' displayed.

Plane) File

Click the auto filter feature under the Buyer DoDAAC column to filter your transactions.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Accounting Month: September 2003													
2	Into-Plane Sales and Credits that are not "FF" transactions													
3	16-Sep-03													
4	Rcd	Signal	Fund	Rept	Product	Buyer	Sale/Credit	Standard	Bill	Bill				
5	T	MDOCNO	Cod	CoI	Supp	Dat	NSN	Cod	AAC	Dodaa	Qty	Price	Dollars	Numb
6	FP1	12024B3197179Z	A	99	12024B	03197	9130013054097	IAA	120	FP2037	258	1.642	\$423.64	0
7	FP1	12024B3199179Z	A	99	12024B	03199	9130013054097	IAA	120	FP2300	67	1.642	\$110.01	0
8	FP1	12024B3201179Z	A	99	12024B	03201	9130013054097	IAA	120	FP2500	200	1.642	\$328.40	0
9	FP1	12024B3202179Z	A	99	12024B	03202	9130013054097	IAA	120	FP2805	55	1.642	\$90.31	0
10	FP1	12024B3203100Z	A	99	12024B	03203	9130013054097	IAA	120	FP2823	519	1.642	\$852.20	0
11	FP1	12024B3203100Z	A	99	12024B	03203	9130013054097	IAA	120	FP3010	200	1.642	\$328.40	0
12	FP1	12024B3203179Z	A	99	12024B	03203	9130013054097	IAA	120	FP3020	255	1.642	\$418.71	0
13	FP1	12024B3206179Z	A	99	12024B	03206	9130013054097	IAA	120	FP3029	56	1.642	\$91.95	0
14	FP1	12024B3207107Z	A	99	12024B	03207	9130013054097	IAA	120	FP3047	345	1.642	\$566.49	0
15	FP1	12024B3207179Z	A	99	12024B	03207	9130013054097	IAA	120	FP3089	304	1.642	\$499.17	0
16	FP1	12024B3207179Z	A	99	12024B	03207	9130013054097	IAA	120	FP3099	253	1.642	\$415.43	0
17	FP1	12024B3209100Z	A	99	12024B	03209	9130013054097	IAA	120	FP3300	419	1.642	\$688.00	0
18	FP1	12024B3209107Z	A	99	12024B	03209	9130013054097	IAA	120	FP4407	165	1.642	\$270.93	0
19	FP1	12024B3209179Z	A	99	12024B	03209	9130013054097	IAA	120	FP4417	57	1.642	\$93.59	0
20	FP1	12024B3210179Z	A	99	12024B	03210	9130013054097	IAA	120	FP4425	190	1.642	\$311.98	0
21	FP1	12024B3211100Z	A	99	12024B	03211	9130013054097	IAA	120	FP4427	484	1.642	\$794.73	0
22	FP1	12024B3212100Z	A	99	12024B	03212	9130013054097	IAA	120	FP4460	200	1.642	\$328.40	0
23	FP1	12024B3212107Z	A	99	12024B	03212	9130013054097	IAA	120	FP4469	217	1.642	\$356.31	0
24	FP1	12024B3212178Z	A	99	12024B	03212	9130013054097	IAA	12024B	12024B	363	1.642	\$596.05	0
25	FP1	12024B3212179Z	A	99	12024B	03212	9130013054097	IAA	12024B	12024B	80	1.642	\$131.36	0
26	FP1	12024B3212179Z	A	99	12024B	03212	9130013054097	IAA	12024B	12024B	47	1.642	\$77.17	0
27	FP1	12024B3213100Z	A	99	12024B	03213	9130013054097	IAA	12024B	12024B	463	1.642	\$760.25	0
28	FP1	12024B3213107Z	A	99	12024B	03213	9130013054097	IAA	12024B	12024B	380	1.642	\$623.96	0
29	FP1	12024B3213107Z	A	99	12024B	03213	9130013054097	IAA	12024B	12024B	226	1.642	\$371.09	0
30	FP1	12024B3214100Z	A	99	12024B	03214	9130013054097	IAA	12024B	12024B	515	1.642	\$845.63	0
31	FP1	12024B3214107Z	A	99	12024B	03214	9130013054097	IAA	12024B	12024B	141	1.642	\$231.52	0
32	FP1	12024B3214175Z	A	99	12024B	03214	9130013054097	IAA	12024B	12024B	190	1.642	\$311.98	0
33	FP1	12024B3214179Z	A	99	12024B	03214	9130013054097	IAA	12024B	12024B	226	1.642	\$371.09	0
34	FP1	12024B3214179Z	A	99	12024B	03214	9130013054097	IAA	12024B	12024B	112	1.642	\$183.90	0
35	FP1	12024B3215100Z	A	99	12024B	03215	9130013054097	IAA	12024B	12024B	200	1.642	\$328.40	0

Plane) file

Shows all into plane contract purchases processed for that month.

Scroll to right to view additional transaction detail.

	A	B	C	D	E	F	G	H	I	J	L	M	N	
1	Accounting Month: September 2003													
2	Into-Plane Sales and Credit Sales - Transaction													
3	16-Sep-03													
4	Rcd		Signal	Fund		Rcpt		Product		Buyer	Sale/Credit	Standard	Bill	
5	Tb	MDOCNO	Cod	Col	Supp	Dat	NSH	Cod	AAC	Dodaa	Qty	Price	Dollars	Num
4113	FP1	FP441823010102	A	68	FP4418	02301	9130013054096	IA1	FP4418	FP4418	10,489	0.93	\$9,754.77	
4114	FP1	FP441823200188	A	68	FP4418	02320	9130013054096	IA1	FP4418	FP4418	2,865	0.93	\$2,664.45	
4115	FP1	FP441823270188	A	68	FP4418	02327	9130013054096	IA1	FP4418	FP4418	21,101	0.93	\$19,623.93	
4116	FP1	FP441823520043	A	30	FP4418	02352	9130013054096	IA1	FP4418	FP4418	15,418	0.93	\$14,338.74	
4117	FP1	FP441830820046	A	68	FP4418	03082	9130013054096	IA1	FP4418	FP4418	19,945	0.93	\$18,548.85	
4118	FP1	FP441831161192	A	68	FP4418	03116	9130013054096	IA1	FP4418	FP4418	10,399	0.93	\$9,671.07	
4119	FP1	FP441831460001	A	68	FP4418	03146	9130013054096	IA1	FP4418	FP4418	12,608	0.93	\$11,725.44	
4120	FP1	FP441831480001	A	68	FP4418	03148	9130013054096	IA1	FP4418	FP4418	11,889	0.93	\$11,056.77	
4121	FP1	FP441831560532	A	68	FP4418	03156	9130013054096	IA1	FP4418	FP4418	16,194	0.93	\$15,060.42	
4122	FP1	FP441831710102	A	68	FP4418	03171	9130013054096	IA1	FP4418	FP4418	20,373	0.93	\$18,946.89	
4123	FP1	FP441831790196	A	68	FP4418	03179	9130013054096	IA1	FP4418	FP4418	6,124	0.93	\$5,695.32	
4124	FP1	FP441831821099	A	68	FP4418	03182	9130013054096	IA1	FP4418	FP4418	18,694	0.93	\$17,385.42	
4125	FP1	FP441831850604	A	68		03185	9130013054097	IAA	FP4418	FP4418	21,156	0.93	\$19,675.08	
4126	FP1	FP441831900048	A	68	FP4418	03190	9130013054096	IA1	FP4418	FP4418	11,342	0.93	\$10,548.06	
4127	FP1	FP441831900604	A	30	FP4418	03190	9130013054096	IA1	FP4418	FP4418	6,499	0.93	\$6,044.07	
4128	FP1	FP441831910065	A	68	FP4418	03191	9130013054096	IA1	FP4418	FP4418	21,055	0.93	\$19,581.15	
4129	FP1	FP441831910106	A	68		03191	9130013054097	IAA	FP4418	FP4418	4,628	0.93	\$4,304.04	
4130	FP1	FP441831930003	A	68	FP4418	03193	9130013054096	IA1	FP4418	FP4418	17,005	0.93	\$15,814.65	
4131	FP1	FP441831940006	A	68	FP4418	03194	9130013054096	IA1	FP4418	FP4418	447	0.93	\$415.71	
4132	FP1	FP441831950048	A	68	FP4418	03195	9130013054096	IA1	FP4418	FP4418	5,938	0.93	\$5,522.34	
4133	FP1	FP441831970106	A	68		03197	9130013054097	IAA	FP4418	FP4418	13,550	0.93	\$12,601.50	
4134	FP1	FP441831980007	A	68	FP4418	03198	9130013054096	IA1	FP4418	FP4418	1,556	0.93	\$1,447.08	
4135	FP1	FP441831990043	A	30	FP4418	03199	9130013054096	IA1	FP4418	FP4418	1,764	0.93	\$1,640.52	
4136	FP1	FP441832010043	A	30	FP4418	03201	9130013054096	IA1	FP4418	FP4418	12,528	0.93	\$11,651.04	
4137	FP1	FP441832010604	A	30	FP4418	03201	9130013054096	IA1	FP4418	FP4418	19,960	0.93	\$18,562.80	
4138	FP1	FP441832020065	A	68	FP4418	03202	9130013055597	IP8	FP4418	FP4418	3,640	0.93	\$3,385.20	
4139	FP1	FP441832040003	A	68	FP4418	03204	9130013054096	IA1	FP4418	FP4418	18,375	0.93	\$17,088.75	
4140	FP1	FP441832040176	A	68	FP4418	03204	9130013054096	IA1	FP4418	FP4418	3,294	0.93	\$3,063.42	
4141	FP1	FP441832050005	A	68	FP4418	03205	9130013054096	IA1	FP4418	FP4418	22,396	0.93	\$20,828.28	
4142	FP1	FP441832050176	A	68	FP4418	03205	9130013054096	IA1	FP4418	FP4418	21,559	0.93	\$20,049.87	



Reporting Invalid Air Card Transactions

Defense Energy Support Center

Responsible Officials must report discrepant and invalid AIR Card transactions to the Certifying Officer, DESC-RR at DSN: 945-xxxx or Commercial (210) 925-xxxx.

DESC-RR shall coordinate corrective action with the AIR Card contractor and provide feedback to appropriate Responsible Officials reporting invalid transactions.